

The seal of James City County, Virginia, is circular. It features a sailing ship on the water, with the text "James City County" around the top and "Jamestown 1607" around the bottom. The number "822" is centered over the ship.

## **LIBRARY DEVELOPMENT DIRECTOR**

**DEPARTMENT:** Library

### **NATURE OF WORK:**

Under the supervision of the Library Director, the Library Development Director plans, organizes and implements methods and procedures for conducting a comprehensive fund-raising and volunteer program. Also serves as staff liaison to the Williamsburg Regional Library (WRL) Foundation Board. Participates in the planning and evaluation of programs, services, and goals for the entire Library through the Management Ensemble Team and other committees.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

Generates private gifts to support short-term and long-term Library needs.

Develops ideas for grant possibilities and prepares proposals.

Maintains database of statistical and other information about the community and the Library to facilitate development of grants and other fund-raising projects.

Helps develop plans and procedures for fund-raising and for volunteer recruitment.

Develops community contacts to enhance fund-raising and volunteer recruitment.

Conducts programs to increase financial contributions and to attract volunteers.

Develops and implements evaluation techniques for fund-raising and volunteer programs, projects, and personnel.

Develops methods for analyzing appropriateness of volunteer help in various Library activities; helps departments develop job descriptions for volunteers; helps recruit and select volunteers.

Sends acknowledgments to families and donors about memorial and gift materials.

Serves as staff liaison to the WRL Foundation Board.

Participates in the planning and evaluation of Library programs and services through the Management Ensemble Team and other committees and through individual development to improve the quality of Library services.

Other related duties as required.

**JOB LOCATION AND EQUIPMENT OPERATED:**

The job is located in the Library. Work occurs typically sitting in an office, with occasional walking, light lifting, and other limited physical activities. Involves frequent operation of personal computer and office equipment. Regular contact is made with employees, volunteers, government officials, and the general public. Computer and other office equipment as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of fund-raising and volunteer program development, implementation and management; some knowledge of budget preparation and statistical reporting; ability to develop, implement and supervise an effective program of fund-raising and volunteer services.

Expertise in word processing, databases, spreadsheets, and other computer software.

Ability to compile and analyze information.

Ability to organize work, set priorities, use time effectively, work independently, and meet deadlines.

Excellent written and verbal communication skills.

Ability to establish and maintain effective working relationships with employees, volunteers, government officials, and the general public.

Ability to analyze and to creatively solve problems related to the position.

Ability to work with enthusiasm and initiative.

**MINIMUM QUALIFICATIONS:**

College degree or combination of higher education and experience in related fields to provide necessary expertise, including minimum two years experience working with volunteers and/or fund-raising activities. Computer experience required.

**NECESSARY SPECIAL QUALIFICATIONS:**

Requires the ability to travel among various Library sites.

Date: June 2002  
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# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Library Development Director  
Department WRL

Position Number 822  
Division Administration

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

**I. Mental Abilities:** General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- ☒ Ability to understand and follow oral instruction
- ☒ Ability to understand and follow written instruction
- ☒ Ability to guide and/or give instructions
- ☒ Ability to make decisions in accordance with established procedures and policies
- ☐ Not essential to job function

**II. Verbal Abilities:** Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

## 1. Speaking/Talking:

- ☒ Answering telephone, radio, or switchboard
- ☒ Communicating with County officials
- ☒ Communicating with general public
- ☒ Communicating with vendors
- ☒ Communicating with supervisors and/or with other employees
- ☒ Communicating with others interested in making a donation or volunteering
- ☐ Not essential to job function

## 2. Hearing/Listening:

- ☒ For communication with County officials, public, vendors, supervisors and/or other employees
- ☐ Not essential to job function

## 3. Reading: (ability to read and understand text)

- ☒ Essential to job function
- ☐ Not essential to job function

**III. Numerical:** Ability to perform arithmetic operations quickly and accurately.

- ☐ Ability to mentally perform accurate two digit calculations
- ☒ Ability to perform accurate calculations aided  
by a calculator, adding machine or measurement device
- ☐ Not essential to job function

**IV. Spatial Abilities:** Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- ☐ Essential function
- ☒ Not essential function

**V. Motor Coordination:** Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

**1. Manual Dexterity:** Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Use telephone      | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard               | <input type="checkbox"/> Use postage machine                               |
| <input type="checkbox"/> Use radio/console             | <input type="checkbox"/> Use hand tools                                    |
| <input checked="" type="checkbox"/> Use a calculator   | <input type="checkbox"/> Use power tools                                   |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____                                      |
| <input checked="" type="checkbox"/> Use a fax machine  | <input type="checkbox"/> Not essential to job function                     |

**2. Finger Dexterity:** Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- ☐ Essential to job function
- ☒ Not essential to job function

Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## VI. Physical Demands:

**1. Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50 +	Occasionally	Frequently	Continuously
<b>Lift</b>					✓		✓		
<b>Push/Pull</b>					✓		✓		
<b>Hold/Carry</b>					✓		✓		

Manipulation done from: ☒ ground to waist    ☒ waist level    ☒ waist to shoulder    ☒ above shoulder  
(Check all that apply)

Not essential to job function: ☒ Lift    ☒ Push/Pull    ☒ Hold/Carry (Check all that apply)

**2. Climbing:** To move up or mount by using the hands or feet.

### Ladders

- ☐ Step stool
- ☐ 8' to 10' step ladder
- ☐ Extension ladder
- ☐ Other \_\_\_\_\_
- ☒ Not essential to job function

### Stairways

- ☐ 1 flight
- ☐ 2 flights
- ☐ 3 or more flights
- ☐ Other \_\_\_\_\_
- ☒ Not essential to job function

### Steps

- ☐ 1-2
- ☐ 2-3
- ☐ 3-4
- ☐ Other \_\_\_\_\_
- ☒ Not essential to job function

**3. Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

Duration (hours/day)							Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9 +			
<b>Stand</b>			✓				✓		
<b>Sit</b>					✓			✓	
<b>Walk</b>		✓					✓		
<b>Run</b>									

If walking or running, over what type of terrain? ☒ flat    ☐ rough    ☐ both

Not essential to job function: ☐ Stand    ☐ Sit    ☐ Walk    ☒ Run (Check all that apply)

#### **4. Stooping, Kneeling, Crouching, and/or Crawling:**

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

##### **Daily Amounts**

- ☐ 0-5x      ☐ 5-20x      ☐ 20-50x      ☐ 50+x  
☐ Other \_\_\_\_\_ ☒ Not essential to job function

#### **5. Reaching, Handling, Fingering, and/or Feeling:**

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

##### **Daily Amounts**

- ☐ 0-5x      ☐ 5-20x      ☐ 20-50x      ☐ 50+x  
☐ Other \_\_\_\_\_ ☒ Not essential to job function

#### **6. Seeing:** To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- ☐ Essential to job function: These characteristics are necessary (Check all that apply)  
☐ Peripheral vision  
☐ Night vision  
☒ Focus (distinctness or clarity)  
☐ Color perception (discriminate between colors)  
☐ Depth perception (determine distance relationship between objects)  
☐ Not essential to job function

#### ***VII. Driving:*** The ability to transfer or convey in a vehicle.

<b>Transmission</b>	<b>Standard</b>	<b>Automatic</b>	<b>Multi-Gears</b>
Car	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			